

RECORDS RETIREMENT REQUEST		ASSIGNED BY RECORDS CENTER JOB NO.
Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.		61-910 FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)		
TO: Chief, Records Center.	FROM: (Office) Management BRANCH	DIVISION Office of Chief SECTION

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A, RECORDS SHELF LIST (Check appropriate box below.)

Staff Subject File--Correspondence, reports and other papers from the files of the Chief, Management Staff?

 SHELF LIST ATTACHED SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS SECRET	FILE EQUIPMENT OCCUPIED BY RECORDS <input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify) <input checked="" type="checkbox"/> LEGAL <u>2</u> NUMBER OF DRAWERS
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APPROXIMATE REFERENCE ACTIVITY PER MONTH

LOCATION OF RECORDS			
BUILDING	ROOM	EXTENSION	DATE
AT 1016 16th St.	601		6/1/61

PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

TYPE OF MATERIAL	<input checked="" type="checkbox"/> RECORD	<input type="checkbox"/> NON-RECORD
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RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

Office of the DD/S

DISPOSITION AUTHORIZATION			
CITE SCHEDULE OR AUTHORITY			

Schedule No. 30-61 Item No. 1

BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF AREA RECORDS OFFICER
AT 1016-16th St.				

RECORDS SHELF LIST			JOB NO.
			61-910
			TOTAL NO. OF CONTAINERS
<i>NOTE: Prepare in duplicate and submit original to Records Center</i>			
OFFICE	DIVISION	BRANCH	SECTION 2
Management Staff	Office of Chief		
CONTAINER NO.	DESCRIPTION AND DATES		
1	Following Folders: Budget Estimates 1949 1961 Budget Estimates Statements - Mgmt Staff Budget, Policies, Correspondence, Etc. Hull Committee (Formerly Killeen) Policies and Directives Regulations, Correspondence re Reporting System, Planning Proposal Security Clearances Speeches & Speech Material Security Violations Soft Sopts Space Special Planning Groups Staffing Complements, Processing of Surveys Time and Motion Studies, Legality of Television Systems, Intra-Agency Training Training Program, IG'S Survey of Travel War Plans Wage Administration Watch Officers <div style="border: 1px solid black; width: 100px; height: 10px; margin-top: 5px;"></div> White House		
2	GEHA & DCI Staff Meetings GEHA MINUTES OFFICIAL TRANSCRIPT INSURANCE TASK FORCE REPORT INSURANCE GEHA MINUTES AND AGENDA ENVELOPE Contents: 1. Data on Mgt Staff Personnel 2. DD/S area Organization Studies 3. Misc. ideas submitted to DD/S '51 - '61 4. Argument for the Staff Paper, as such <div style="border: 1px solid black; width: 100px; height: 10px; margin-top: 5px;"></div> Records Center Management Staff- Records Management Staff		